

**CONFIDENTIAL**

1 October 1956

MEMORANDUM FOR: Chief, Audit Staff

SUBJECT : Report of Audit of Review of Travel Vouchers Paid from Unvouchered Funds

REFERENCE : Audit Staff Memorandum of 20 August 1956, Same Subject

1. The following comments are numbered in the same order as presented in the referenced Audit Report:

- 10 a. - Written procedures governing the processing of travel vouchers are presently in draft form and release will be expedited. Audited travel vouchers are received by the Unit Chief prior to submission to the Certifying Officer.
- 10 b. - The preparation of travel vouchers is covered by proposed [REDACTED] which is being coordinated by the Regulations Control Staff.
- 10 c. - The differences reflected in the Audit Report have been reviewed with a representative of the Audit Staff and it was agreed that in several instances the vouchers were correct as certified. Also, we do not consider that the listed underclaims are for consideration as errors prior to the clarification of audit policy referred to in Paragraph 6 of the report. Procedures and review processes are being strengthened to reduce errors to a minimum. In addition, a test review of vouchers paid during Fiscal Year 1956 in excess of \$500.00 is being made and adjustments will be effected where appropriate. If it is indicated that errors are prevalent, a complete review of all vouchers over \$500.00 will be made for purposes of effecting correction of the computations.

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Document No. **6**  
No Change in Class. ☐  
☐ Declassified  
Class. Changed To: TS S **Q**  
Auth: **22.9.78**  
Date: **22.9.78** By: **65**

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Chief, Finance Division

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